

**FOR OFFICE USE ONLY**

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE \_\_\_\_\_

NOTIFIED \_\_\_\_\_ EXAMINATION BY \_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_ DATE OF EXPIRATION \_\_\_\_\_ COMMISSION NO. \_\_\_\_\_

NOTE \_\_\_\_\_



**STATE OF HAWAII**  
**DEPARTMENT OF THE ATTORNEY GENERAL**  
**425 QUEEN STREET**  
**HONOLULU, HAWAII 96813**

**APPLICATION FOR NOTARY PUBLIC COMMISSION FOR THE STATE OF HAWAII**

Please read the information and instructions on applying for a notary public commission before completing application.  
**PLEASE TYPE OR PRINT IN INK.**

**A. PERSONAL DATA**

1. Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Middle
2. Residence Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
(No., Street, City, State, Zip)
3. Occupation \_\_\_\_\_ Employer \_\_\_\_\_
4. Employer's Business \_\_\_\_\_  
(Describe Fully)
5. Applicant's Business Address \_\_\_\_\_ Bus. Phone \_\_\_\_\_
6. Are you a resident of Hawaii? \_\_\_\_\_
7. Are you a U.S. citizen \_\_\_\_\_
8. Are you blind? \_\_\_\_\_ Have you sufficient vision to read a typewritten matter? \_\_\_\_\_
9. Are you deaf? \_\_\_\_\_ Are you able to speak? \_\_\_\_\_
10. Can you read, write and speak the English language with understanding? \_\_\_\_\_

11. Can you read, write and speak a second language with understanding? \_\_\_\_\_  
What is your second language? \_\_\_\_\_
12. Have you ever been adjudged insane or been a patient in a mental institution? \_\_\_\_\_ When? \_\_\_\_\_  
Where? \_\_\_\_\_
13. Have you ever been convicted of a felony--an offense punishable with imprisonment for a term which is in  
excess of one year? \_\_\_\_\_ Or of a moral charge? \_\_\_\_\_ What offense? \_\_\_\_\_ When? \_\_\_\_\_  
Where? \_\_\_\_\_
14. Were you sentenced and imprisoned? \_\_\_\_\_ For how long? \_\_\_\_\_  
Have you been pardoned? \_\_\_\_\_ By whom? \_\_\_\_\_ When? \_\_\_\_\_
15. Have you ever been expelled from the Legislature of the State of Hawaii for giving or receiving a bribe or  
for being an accessory to the giving or receiving of a bribe? \_\_\_\_\_
16. Have you ever been convicted of perjury? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_  
Have you ever been convicted of subornation? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_
17. Have you ever been previously commissioned as a Notary Public in the State of Hawaii? \_\_\_\_\_  
When? \_\_\_\_\_ For what circuit? \_\_\_\_\_ Did you resign? \_\_\_\_\_ When? \_\_\_\_\_  
Were you removed from office? \_\_\_\_\_
18. Have you ever been defendant in a civil suit involving forgery, fraud, misrepresentation, or breach of  
fiduciary duty? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_
19. Are you licensed to practice law? \_\_\_\_\_ Where? \_\_\_\_\_  
Have you ever been disbarred? \_\_\_\_\_ When? \_\_\_\_\_ Where? \_\_\_\_\_
20. Please submit a letter from a person residing in this State, not a relative or an employer, who can vouch for  
your integrity and moral character.

**B. PUBLIC GOOD AND CONVENIENCE**

21. Is anyone else in your business establishment at the business address indicated in Item A.5 above a notary  
public? \_\_\_\_\_ Who? \_\_\_\_\_  
How many notarial transactions did each of them perform during the past year? \_\_\_\_\_  
How many notarial transactions do you estimate you would perform each month if granted a notary  
commission? \_\_\_\_\_
22. Does any notary public have an office or place of business in the same building where you are employed?  
\_\_\_\_\_ Who? \_\_\_\_\_
23. Please submit a letter from your employer, or if self-employed, from yourself, setting forth in detail the  
reasons why your commission is being sought, the types of documents you would be required to notarize in  
your line of work, and the approximate number of transactions you would perform each month. This letter  
should contain a statement by the employer, or the applicant if self-employed, acknowledging that he  
recognizes that a notary is a public officer and that the applicant would be permitted to serve the general  
public in such capacity during normal business hours.

C. FOR APPLICATIONS FOR GOVERNMENT NOTARIES ONLY

24. If commissioned, do you intend to only act as a notary public for government matters? \_\_\_\_\_
25. Please submit a letter from the head of the board, commission or department by which you are employed, designating you to perform, without charge, the services of a notary in all business pertaining to such board, commission or department.

D. AFFIDAVIT

STATE OF HAWAII )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, being first duly sworn, declare  
(Name of Applicant)  
that I am the applicant named in the foregoing application; that I have read the same and know the contents thereof;  
and that, to the best of my knowledge and belief, the answers and statements contained in the application are true  
and correct and are made in good faith.

\_\_\_\_\_  
(Signature of Applicant)

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Hawaii

My commission expires: \_\_\_\_\_